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STATEMENT OF FUNCTIONS

INSPECTION STAFF

SECURITY OFFICE

The Chief, Inspection Staff, in an advisory capacity to, and under the general direction of the Director of Security, shall:

1. Conduct regularly scheduled and special security inspections of all Agency domestic and foreign installations to assure that proper security measures are being enforced.
2. Render staff guidance with respect to, or conduct security surveys of Agency contractors' facilities.
3. Ascertain the security suitability of non-Agency training facilities.
4. Provide security guidance for Agency classified procurement programs.
5. Serve as coordinator for overseas and [REDACTED] Security Officers assigned outside of the Security Office.
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6. Monitor lists of all visitors entering Agency buildings.
7. Conduct special studies and perform any other duties as requested by the Director of Security.

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S E C R E T

INSPECTION STAFF

SECURITY OFFICE

DISCUSSION:

The Inspection Staff was formerly designated the Inspection Division and identified as a line element within the Office. The Division had [] Table of Organization positions. In addition to the accompanying statement of functions the element has served in a staff capacity as an over-all trouble shooter when needed, being engaged in a variety of problems in which the protection of Agency interest and maintenance of security were paramount. The element is now shown in the location of a staff element and the functions remain substantially the same.

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In the past, the organization has served the Office in general by holding and training personnel who were destined for assignment elsewhere at headquarters or in the field. As other arrangements are now available for the slotting of such personnel, the Table of Organization is reduced by two positions. No unit measurement can be applied to such a staff organization, however the present number of [] positions are considered adequate to carry out the assigned functions.

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